

Local Common Use Facility Grant Scheme
ICMPD/2021/3/ENHANCER/CUF/TUR
Clarifications No 3 / Questions and Answers

ICMPD would like to indicate that due to the high number of questions and until the deadline for asking clarifications (17/09/2021 / 17:00h Vienna local time) Q&A will be published regularly

Note 1: Most of the questions that have been received concerning this call for proposals can be answered by **carefully reading** the Guidelines for Grant Applicants (Guidelines).

Note 2: Please note that in the interest of equal treatment of applicants, the Contracting Authority does not give a prior opinion on the eligibility of a lead applicant, a co-applicant, an action or specific activities (Please see section 2.2.5 of the Guidelines).

General Issues

Question 1: Can only Syrians benefit from the grant, or only Turkish citizens?

Answer 1: Within this call for proposals, support will be given to institutions, not to individual citizens. The final beneficiaries of the call for proposals are Syrians under temporary protection (SuTPs) and Local Host Community (LHC) entrepreneurs that will benefit from the common use facility. The specific objective of this call for proposals is creating new or enhancing current Local Common Use Facilities as critical focal point as entrepreneurial hubs/community centres in which SuTPs and LHCs peers can interact and have access to several services they need. The project proposals should address this specific objective.

Question 2: What does the local host community mean?

Answer 2: Citizens of Turkish Republic are referred as Local Host Community members.

Question 3: Should the target group be specifically Syrian or is it possible to include the migrants under temporary protection outside of Syria?

Answer 3: As per the Section 1.2 of the Guidelines for Applicants, it is stated that *“The final Beneficiaries of this call for proposals are: Syrians under Temporary Protection and Local Host Community entrepreneurs that will benefit from the common use facility.”*



Question 4: In the case that the project is approved, will the grant be transferred from development agencies through the Ministry of Industry to the bank accounts, or does ICMPD itself deposit it directly into the accounts, and how exactly does the role of the Ministry of Industry take place in this grant program?

Answer 4: ICMPD is the contracting Authority of this call for proposals. Therefore, all payment requests shall be handled by the contracting authority. You may wish to refer to Article 15, 'Payment Request Procedure' of the General Conditions of the Grant Contract, which is included as the Annex II of the 'Documents for Information' of the Application Package. As stated in the Background section of the Guidelines for Applicants (Section 1.1), the Enhancer project is implemented in close cooperation with the Ministry of Industry and Technology. Please also refer to Notice 1 of the Guidelines for applicants where details on Enhancer project and the role of Ministry of Industry and Technology is described.

Question 5: Can the existing businesses along with start-ups/ new businesses be included in the target group as well?

Question 6: Can entrepreneurs and existing businesses be included in the target group? Is it appropriate to include SME-sized businesses as well?

Question 7: Which enterprises should be included as final beneficiaries?

Question 8: Will the common use facility be used by small businesses, individuals who are trained but lack machinery, equipment, a mixed group of people with project skills but no training, or only by small business owners?

Answer 5-8: As per the Section 1.2 of the Guidelines for Applicants, it is stated that *"The final Beneficiaries of this call for proposals are SuTP and LHC entrepreneurs that will benefit from the common use facility."* Therefore, submitted project proposals should take into account the Objectives of the Programme.

Question 9: What is the expectation of contracting authority from the beneficiaries for CUF? Should the common use facility be a separate building or the allocation of any part of the existing facility be appropriate?

Question 10: At least how many years should the long-term lease agreement be?

Answer 9-10: Please refer to Section 2.1.3 of the Guidelines for Applicants which reads *'it is expected that applicants will have available space dedicated for the action or for establishment/upgrade of the common use facility to implement the common use activities of which entrepreneurs will benefit effectively. These spaces should either be owned by the applicant or the usufruct should be properly documented'*.

Question 11: At the end of the project period, is it appropriate to transfer the operation of the existing facility to the Municipality's/Applicant's Joint Stock Company, in order to ensure sustainability?

Answer 11: Sustainability of the Action is part of the Evaluation Grid where the proposals will be assessed against. The contracting authority cannot provide prior opinion regarding ensuring sustainability of an action as it is related to the project design as a whole.

Question 12: Our municipality have received a grant within the scope of FRIT-2 for its water/ sewer infrastructure. Does this situation prevent us from applying to the project?

Answer 12: As per the Important Note 3 of the Guidelines, *'Please note that lead and co-applicants, if any, who will be granted under this call for proposals will be excluded from applying (both as lead applicant and co-applicant) from future Local Common Use Facilities Grant Scheme Programs of ICMPD's ENHANCER Project and other funding opportunities provided under the FRIT second tranche operations in Turkey channelled through other international partner organisations.'* The legal entity of the lead and co-applicants will be assessed for this criteria.

Question 13: Can we apply for both of the grant scheme at the same time?

Answer 13: The lead and co-applicants can only be signatory of one grant scheme contract under ENHANCER project. This note does not exhaust the possibility of applying for more than one call for proposals. However, note that in case awarded with several grant schemes, the lead and co-applicants can sign only one grant contract. Please see "Important Note 3" of the Guidelines.

Question 14: Is there a minimum requirement for the number of employees and turnover?

Answer 14: As per the Section 1.2 of the Guidelines for Applicants, it is stated that *'the final Beneficiaries of this call for proposals are SuTP and LHC entrepreneurs that will benefit from the common use facility'*. Therefore, submitted project proposals should take into account the Objectives of the Programme.

Eligibility of Applicants (i.e. lead applicants, co-applicants)
(Section 2.1.1 and 2.1.2 of the guidelines)

Question 15: Can NGOs apply as lead/ co-applicants for CUF grant Scheme?

Question 16: Are associations eligible for application?

Answer 15-16: Please note that in the interest of equal treatment of applicants, the contracting authority does not give a prior opinion on the eligibility of a lead applicant or a co-applicant (Please see section 2.2.5 of the Guidelines).

However, please also note that the eligibility of applicants is defined exhaustively in the Guidelines, (Section 2.1.1 and 2.1.2) i.e. it is clearly defined which entities are eligible.

Question 17: Can Associations and Foundations be involved as Associates?

Answer 17: Please refer to Section 2.1.2 of the Guidelines for Applicants, which reads that associates are 'Other organisations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1.

Question 18: Can companies established by the municipality apply?

Answer 18: Please refer to Guidelines for Applicants, Section 2.1.1 regarding Eligibility of Applicants. The statement regarding 'ineligibility of applicants' reads *'Individual commercial*

enterprises or groups of enterprises are not eligible as lead applicants/co-applicant(s) under this Call for Proposals. However, where relevant, they may participate as associates.' Therefore, all profit-making enterprises, individual companies, sole proprietary businesses, Limited companies, holdings etc. are ineligible as Lead or co-applicants.

Question 19: Does the "individual commercial enterprises and groups of enterprises" mentioned in the Guidelines Section 2.1.1 Eligibility of Applicants include all individual business enterprises and business groups, all sole proprietorships, limited and joint-stock companies?

Answer 19: Please refer to Guidelines for Applicants, Section 2.1.1 regarding Eligibility of Applicants. The statement regarding 'ineligibility of applicants' reads '*Individual commercial enterprises or groups of enterprises are not eligible as lead applicants/co-applicant(s) under this Call for Proposals. However, where relevant, they may participate as associates.'* Therefore, all profit-making enterprises, individual companies, proprietary businesses, Limited companies, holdings etc. are ineligible as Lead or co-applicants.

Eligibility of Actions

(Section 2.1.3 of the Guidelines)

Question 20: Do we have to implement the project in the province where we are established? Is it possible to implement the activities/project in other provinces covered by the program?

Answer 20: As per Section 2.1.1 of the Guidelines for applicants, the Lead Applicants should 'be established in Ankara, Adana, Bursa, Hatay, Istanbul, Izmir, Kayseri, Konya or Mersin, Turkey'. In addition, as per Section 2.1.3 of the Guidelines for Applicants, '*actions must take place in Ankara, Adana, Bursa, Hatay, Istanbul, Izmir, Kayseri, Konya or Mersin, Turkey'*. Therefore, there is no obligation for undertaking the project activities in the province your institution is established in.

Question 21: In the project, which includes a few of the priority sectors of the provinces, if some of the activities are related to the non-priority sector (Textiles for Kayseri), how does it affect the score in the Relevance Section during the Evaluation?

Answer 21: Targeted sectors defined in the Guidelines (Section 1.2) are not an exhaustive list. Other local value chains and entrepreneurial development activities are also eligible under this call for proposal, given that they are clearly justified in the relevance section (2.1) of the application form.

Eligibility of Costs and Financial Issues

(Section 2.1.4 of the Guidelines)

Question 22: Does co-financing have to be done in cash? Contributions in-kind can be considered as eligible costs?

Answer 22: Please refer to Section 2.1.4 of the Guidelines for Applicants where Eligibility of Costs are explained. Contributions in-kind are considered as ineligible costs.

Question 23: Can we consider the salaries of the personnel of the Municipality, who work in the company of the Municipality and who will take part in the project implementation, as Co-Financing?

Question 24: Will the wages of the refugees to be employed be covered by the grant?

Answer 23-24: The cost of staff assigned to the action is eligible as defined under the section 2.1.4 of the Guidelines.

Please be informed that the individual costs or budget items included in the budget cannot be separated as co-financing of the beneficiary and the contribution of the ICMPD. The co-financing rate applies to the overall budget. The staff of the applicant that is assigned to the project can be budgeted and can be employed in the project within the framework of the applicable law(s) to which they and their institutions are subject to. Percentage of the working time of the staff that is assigned to project should be specified and justified in the relevant sections of the budget.

Question 25: If we provide financial support to the trainees through İŞKUR, will it be appropriate and in parallel with the project?

Answer 25: Financial Support to third parties and contributions in-kind are ineligible under this call for proposals. (Please see 'ineligible costs' of the Guidelines) In addition, please refer to 'Important Note 4' of the Guidelines, which reads *'please note that provision of daily allowances to participants of trainings and/or daily allowances of similar nature will not be eligible cost under this call for proposal'*.

Question 26: Should we have a Proforma offer/invoice for market research on the machinery and equipment to be purchased?

Answer 26: The applicants are encouraged to provide a realistic and cost-effective budget. In addition, the budget document also includes a 'Justification sheet' where all the costs should be explained.

Application Process

(Section 2.2 of the Guidelines)

Question 27: If we need a parliamentary decision for `the decision of the lead applicant's and of each co-applicant`s (if any) managing bodies to implement the project with a nomination of the person(s) empowered to represent and sign and for the proof of signatures, do we need to follow up a template or can you provide any sample template?

Answer 27: Please kindly see section 2.2.2 of the Guidelines. Contracting Authority does not provide any template for the supporting documents in general.

Question 28: Should the official documents such as municipal law, balance sheet, by-laws, title deed, lease agreement, circular of signature, mayor's mandate be translated to English?

Answer 28: The language of this call is English. The supporting documents that are listed in the Guidelines shall be provided together with other application documents.

Question 29: The Guideline states that *"if the external audit report is not available, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for the last 3 financial years available"*. What kind of document should we submit? Is a certified public accountant sufficient?

Answer 29: Please refer to Section 2.2.2 of the Guidelines for Applicants which reads 'the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for the last 3 financial years available'. The Contracting Authority does not provide prior opinion to the supporting documents to be submitted or templates to be followed.

Question 30: The Municipality option is not included in the Business Classifications section in In-tend platform.

Answer 30: Please insert your organization's name into the Company Name field which is placed under the Company Details tab. When you search for "Municipality" under the Business Classification section you will see that there is an option for registering "Municipality" as your company (for this Call for Proposal). You can search for each eligible organization type (defined in the Call for Proposals Guideline under Section 2.1.1) under the Business Classification tab. After finding your organization type, please press the "Register My Company" button. There is also an option for making a general choice and selecting the "Grants Applicants" option for each Grant Scheme. Instructions are available in the "How to Register and Apply" document which can be viewed via the below address:

<https://in-tendhost.co.uk/icmpd/asp/ViewDocument.aspx?dt=12&id=59>.

Question 31: How can we access the Templates of the Application Form and other annexes?

Answer 31: After registering to the ICMPD electronic application platform via <https://in-tendhost.co.uk/icmpd/asp/Tenders/Appraisal>, you can access all documentation of the ENHANCER project grant calls. Please also check the visual guideline on how to register on the ICMPD In-Tend platform via the below address:

<https://in-tendhost.co.uk/icmpd/asp/ViewDocument.aspx?dt=12&id=59>.